

CONTRACTOR PERSONNEL TRAINING TRACKING FORM (CPTT)

SECTION I: SUPPORT SERVICE CONTRACTOR PERSON INFORMATION

NAME:		BADGE #:	
JOB TITLE:		SECTION #:	
COMPANY:		P.O./CONTRACT #:	
CONTRACTOR'S CERTIFICATION: <i>I have determined that the named support services contractor person, who is employed by our company, possesses the qualifications and skills appropriate to the work assignment in the above referenced P.O./Contract number.</i>			
NAME OF COMPANY MANAGEMENT REPRESENTATIVE:		COMPANY MGMT REPRESENTATIVE SIGNATURE:	
TITLE:		DATE SIGNED:	

SECTION II: ADDITIONAL REQUIRED TRAINING

NEW OR CHANGED REQUIRED TRAINING:	DATE ADDED TO LIST	DATE COM- PLETED	JPL REP'S DATE/ INITIALS	MGMT. REP.'S DATE/ INITIALS
List below newly identified required training that will enable the named contractor person (1) to meet special JPL standards of qualification, (2) to apply JPL-specific methods of performance, or (3) to otherwise accomplish the specific JPL work assignment in an efficient manner.				
(Continue on supplemental sheet, if necessary)				

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INTRODUCTION. This form is for on-site support service contractor personnel at JPL. Completed forms are maintained by the cognizant Contracting Company. The Company provides a copy of this form to the named support service contractor personnel.

CONTRACTOR MANAGEMENT RESPONSIBILITY. Managers of support service contractor personnel shall certify that persons assigned to work at JPL possess skills appropriate to their work assignment.

DESIGNATED JPL REQUESTORS RESPONSIBILITY. Designated JPL Requestors of support service contractor personnel shall ensure that each contractor person receives required training in job-related JPL requirements.

GENERAL INSTRUCTIONS. Complete one copy of this form for each support service contractor person. Ensure that each contractor person completes training requirements for his/her job.

SECTION NOTES

SECTION I. Complete the top 3 lines of the form and submit to the contractor person's management representative for signature.

SECTION II. List training that is required for a contractor person to perform his/her job at JPL. This includes training required to meet **special** JPL standards of qualification, to apply **JPL-specific** methods of performance, or to otherwise accomplish **the specific** JPL work assignment in an efficient manner. JPL provides support service contractor personnel training required to accomplish current work assignments only. JPL shall not provide general career training for the purpose of qualifying contractor personnel for career advancement.

After a contractor person has completed required training and has been qualified, new or changed work scope may impose additional required training. Examples include new training required by a JPL customer and training in a process that has been changed or newly developed since the contractor person was initially trained and qualified. In the Section II block, identify the additional required training and enter the date the training requirement was listed. When the contractor person completes the training, enter the date when the requirement was met, and initial.

SPECIAL ONE-TIME "GRANDPARENTING" PROVISION

Support service contractor personnel who have demonstrated knowledge of JPL procedures and other requirements for the performance of their jobs, may be eligible for "grandparenting" by their designated JPL Requestors.

This provision applies ON A ONE-TIME BASIS to those support service contractor personnel who, in the judgment of their designated JPL Requestors, meet the identified training requirements.

To grandparent eligible contractors, designated JPL Requestors shall complete Section II.

DISPOSITION OF CPTT FORMS

Contracting Companies shall maintain completed CPTT forms. If the contractor person is working at JPL, but chooses to transfer to another Contracting Company, that person's records shall be transferred by the old Company to the new Company.